

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Building Permits & Inspections

AGENDA DATE: November 30, 2004

CONTACT PERSON/PHONE: R. Alan Shubert, P.E.

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Request a refund for Dawn Rodriguez for the amount of \$60.00 for a Homeowners License

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Request a refund for Dawn Rodriguez for the amount of \$60.00 for a Homeowners License

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

N/A

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Account #404-142

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____ **FINANCE:** (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

CITY OF EL PASO

BUILDING PERMITS AND INSPECTIONS DEPARTMENT

REFUND REQUEST FORM

☒ Individual ☐ Company ☐ Other

NAME: Dawn Rodriguez

ADDRESS: 14268 Desert Sage Dr.

CITY Horizon City STATE Tx ZIP CODE 79928

TELEPHONE # (915) 852-8453

Please complete the following if a company, corporation, etc. is requesting the refund:

CONTACT NAME: _____

TITLE: _____

TELEPHONE # () _____ FAX # () _____

FIN (FEDERAL ID #) _____

REASON FOR REQUEST: The city told me I was
out of the city limits. That I had to
go to Horizon City.

SIGNATURE OF RECIPIENT: [Signature] DATE: 11/9/04

DO NOT WRITE BELOW THIS LINE, TO BE COMPLETED BY BUILDING PERMITS AND INSPECTIONS DEPARTMENT

VENDOR # _____

DEPARTMENT ID # _____ ACCOUNT # _____

FUND # _____ CLASS # _____

VOUCHER # _____

REQUESTED BY _____ PHONE #: _____ DATE: _____

APPROVED BY: _____ DATE: _____

Building Permits and Inspections Director



11/3/2004
2:26:05PM

Receipt #: 2200400000000000985

Date: 11/03/2004

Station ID: 2

Line Items:

Case No	Address	Tran Code	Description	Revenue Account No	Amount Paid
BUS04-10628	14268 DESERT SAGE	0030	Home Occupation Application	36010119-404142	60.00
Line Item Total:					\$60.00

Payments:

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Cash					In Person	60.00
Payment Total:						\$60.00





**APPLICATION FOR HOME OCCUPATION LICENSE
(PLEASE PRINT)**

14268 Desert Sage El Paso 79928 Dawn Rodriguez (915) 852-8453
 Home Occupation Address Zip Code Applicant's Name Phone No.
 Lot 13, Block 2, Horizon Mesa Unit 2
 Legal Description of Property
 Dawn's Notary And Signing Agency
 Proposed Home Occupation Title Date 11/3/04

QUESTIONNAIRE

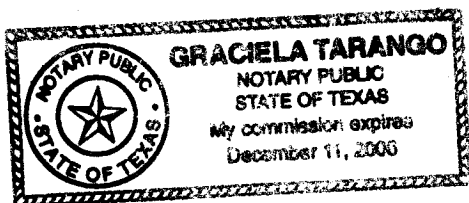
I. General for all applicants (Please answer "YES" or "NO" to all questions. Use the space provided on the back of the form to fully explain home occupation).

1. Do you own the above listed property? If the answer is "NO", provide a home owner's affidavit). YES
2. Do you live at the above listed property? YES
3. Will the business require regular use of commercial vehicles for delivery? NO
4. Will the home occupation generate pedestrian or vehicular traffic of clients, associates, or goods? NO
5. Will more than one person not a member of the resident household be employed in connection with the Home Occupation? NO
6. Will the residence be used exclusively for the operation of a home occupation? NO
7. Will the home occupation cause a nuisance, create excessive noise, dust, vibration, smell, smoke, glare, or electrical interference, detectable at the lot line, or create a fire hazard? NO
8. Will any advertising, other than a one square foot nameplate attached to the face of the building be used? NO
9. Since the construction of your home, have any structural changes been made? NO
10. Are only items made on a custom basis on the premises being sold at retail on the premises? NO
11. Will the home occupation comply with all provisions of law (local, state, federal)? YES
12. Have you received a bulletin explaining requirements for a home occupation? YES

ALL APPLICANTS MUST COMPLETE APPROPRIATE SECTION ON BACK OF FORM

I hereby depose and assert that all of the above statements and the statements contained in any exhibits transmitted herewith are true to the best of my knowledge and belief.

**FEE \$60.00
(NON REFUNDABLE)**



[Signature]
 Signature of Applicant

**STATE OF TEXAS
COUNTY OF EL PASO**

Sworn To And Subscribed Before Me This
10 Day of November 2004
Graciela Tarango
 Notary Public

II. Home Child Care Facility:

1. Number of children to be cared for _____. Other children under 14 in residence _____.
(Maximum number of children allowed is 12, including applicant's children under the age of 14).
2. Size of Indoor activity area _____ (sq. ft. or room sizes requires 30 sq. ft. per child).
3. Size of Outdoor activity area _____ (80 sq. ft. per child required) .
4. Number of off-street paved parking area spaces _____ (2 spaces required for up to 6 children and 3 spaces required for 7 to 12 children).
5. Type and height of wall in rear yard _____ (masonry wall of at least 4 ft. in height required).

III. Adult Foster Care Facility:

1. Number of persons to be cared for _____ (maximum number of recipients is 7).
2. Room sizes _____
(80 sq. ft. for one person, or 60 sq. ft. if multiple-occupancy).
3. Number of off-street paved parking spaces _____ (minimum of 2 spaces required).

IV. Statements:

(Use the following space to fully explain your proposed home occupation and to explain any of your answers on this or the preceding page).

I will be a traveling notary, and loan document signer, my house is only used as a mailing address and very seldom will someone come to the home office to sign their loan documents.

(Below this line is for city use only)

V. Approval/Disapproval

1. The Home Occupation as proposed on this application complies with all requirements of the El Paso City Code Section 20.08.140. Once a field inspections is approved a City Permit may be issued for the Home Occupation entitled:

APPROVED for a field inspection:

Administrator

Date

2. The Home Occupation on this application does not comply with the requirements of the El Paso City Code Section 20.08.140 because of the following reasons:

DISAPPROVED:

Administrator

Date

11/9/04

To Whom It may concern:

I'm requesting a refund for my
HOUSE business license because
when I applied the city didn't
realize that I was outside city
limits. They told me that I had
to go to Horizon City City Hall.

Thank You,
Dawn Rodriguez